

Tool 12

# Interview and Focus Group Sign-Up Form

## Interview Sign-Up

Interviews may be held in your classroom or \_\_\_\_\_<sub>private room</sub>. Please note where you would like the interview to take place. If you prefer to participate in a focus group, please use the Focus Group Sign-Up. Thank you!

Time Span	Monday _____ date _____	Tuesday _____ date _____	Wednesday _____ date _____
_____ to _____ Prep time	Name: Room:	Name: Room:	Name: Room:
_____ to _____ Period 1	Name: Room:	Name: Room:	Name: Room:
_____ to _____ Period 2	Name: Room:	Name: Room:	Name: Room:
_____ to _____ Period 3	Name: Room:	Name: Room:	Name: Room:
_____ to _____ Period 4	Name: Room:	Name: Room:	Name: Room:
_____ to _____ Period 5	Name: Room:	Name: Room:	Name: Room:
_____ to _____ Period 6	Name: Room:	Name: Room:	Name: Room:
_____ to _____ Period 7	Name: Room:	Name: Room:	Name: Room:
_____ to _____ Prep time	Name: Room:	Name: Room:	Name: Room:

Note: Be sure to block out prescheduled meetings and focus groups. Based on the number of team members, duplicate slots as necessary to indicate multiple interview opportunities within the same time span.

## Focus Group Sign-Up

Focus groups will be scheduled before and after school if interest exists (minimum of three people). If you prefer to sign up for a focus group, please select from the options below. Focus groups will be held in

\_\_\_\_\_ location

Time Span	Monday _____ date	Tuesday _____ date	Wednesday _____ date
_____ to _____  Morning prep time	Name:  Name:  Name:  Name:  Name:	Name:  Name:  Name:  Name:  Name:	Name:  Name:  Name:  Name:  Name:
_____ to _____  Afternoon prep time	Name:  Name:  Name:  Name:	Name:  Name:  Name:  Name:	Name:  Name:  Name:  Name: